

Michigan Merit Examination (MME) Test Accommodations Coordinator Qualifications and Responsibilities—Spring 2008

*One individual at the school will need to serve as the Test Accommodations Coordinator for the MME. This individual may be the appointed Test Supervisor, Back-up Test Supervisor, or a different staff member. The individual must meet **ALL** of the following qualifications and agree to the listed responsibilities.*

Qualifications and Responsibilities (you must meet *all* of the requirements below)

1. **Not be related to or guardian of any examinee participating in the MME with accommodations anywhere in Michigan this year. (Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.)**
2. Be proficient in English.
3. Be experienced in testing and measurement.
4. Be a staff member of the school.
5. Have control over locked, limited-access storage at the school to secure test materials.
6. Ensure that the tests are administered in strict compliance with all policies and procedures as documented in each of two supervisor's manuals (one for Day 1, and one for Day 2-3).

To avoid the appearance of a conflict of interest and to protect both the examinee and testing staff from allegations of impropriety, the Test Accommodations Coordinator must also:

1. Not be a private consultant or individual tutor whose fees are paid by a student (or the student's family) for whom accommodations are requested.
2. Not be engaged in test preparation activities for the ACT at any time during the current testing year (September through August), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*
3. Not be involved in coaching high school or college athletics (applicable only if any student requesting accommodations participates in athletics). This qualification is in place to protect testing staff who administer the test to students individually or in very small groups without other testing staff present.

Primary Responsibilities

- Determine which students need to apply for accommodations on the ACT, complete a request form for each, gather required signatures, and compile documentation. Consult with appropriate school personnel to determine accommodations for Day 2 and Day 3 tests and order materials from Pearson Educational Measurement (PEM) no later than December 12, 2007.
- Ship completed accommodations request forms and the completed Test Accommodations Coordinator Header as a group to arrive at ACT no later than the required deadline of **December 3, 2007**, for ACT-Approved Accommodations or **January 25, 2008**, for State-Allowed Accommodations.
- Provide timely response to requests from ACT for additional information about individual students.
- Newly appointed Test Accommodations Coordinators must attend a mandatory half-day training workshop conducted by the Michigan Department of Education (MDE) and ACT staff to be held in November 2007. For previously trained staff, attendance is recommended for updated information, but not mandatory.
- Train staff assigned to assist with the administration of tests to students approved for accommodations.
- Check-in all secure test materials shipped for students testing with accommodations and, in consultation with Test Supervisor, maintain security while materials are at the school.
- Arrange for all students to complete pre-test sections of their answer folders in a supervised session at school **before** the test day. Affix bar code labels to examinees answer folders prior to test day.
- Arrange for all students to test within designated accommodations testing window using only the authorized accommodations and materials assigned to each student.
- Assign examinees to test rooms, separated by timing code with a room supervisor for each room. Separate students testing with ACT-Approved Accommodations from students testing with State-Allowed Accommodations.
- Complete, verify, and return to ACT all required reports, seating diagrams, forms, answer documents, and test booklets/alternate formats as directed immediately after the testing window.
- Document all irregularities and consult directly with ACT or MDE and PEM, as appropriate, regarding actions to be taken.
- Cooperate fully with MDE, PEM, and ACT, as appropriate, to investigate and resolve suspected or documented irregularities.